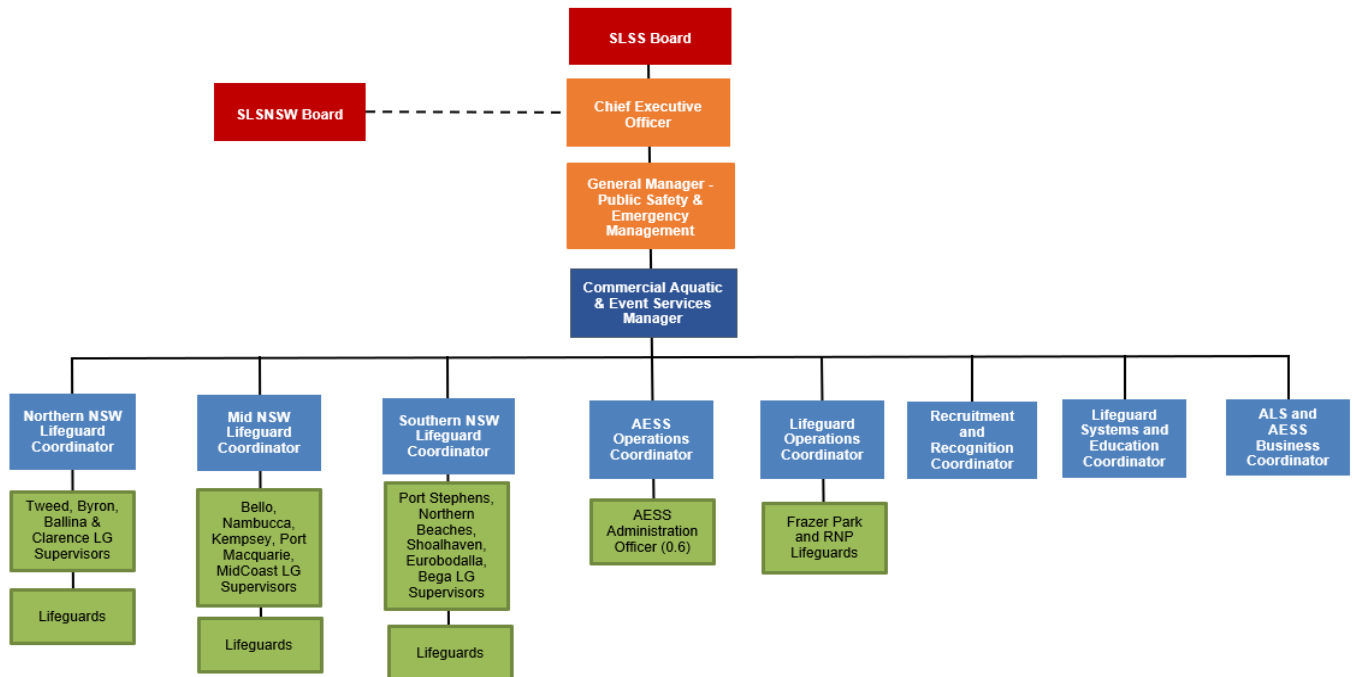


Position	Work Location	Position Description Completed
AESS Operations Coordinator	SLSNSW HQ Belrose	August 2023
Reports To:	Direct Reports:	SLSS Department
Commercial Aquatic & Event Services Manager	N/A	Australian Event Safety Services (AESS)

## PURPOSE STATEMENT

The AESS Operations Coordinator is responsible for ensuring all event services meet, or exceed the obligations outlined in the contract with the relevant client/contract partner. The AESS Operations Coordinator provides operational oversight and support to the Australian Event Safety Service to achieve the goals and objectives of the SLSS Strategic & AESS Business Plans.

## DIRECT REPORTING RELATIONSHIP



SELECTION CRITERIA	
Essential	Desirable
<ul style="list-style-type: none"> <li>• Experience and technical knowledge of water safety, first aid or aquatic industry roles.</li> <li>• Well-developed oral and written communications skills (including presentation and report writing) and the ability to communicate to stakeholders at any level.</li> <li>• Proven ability to work in a team environment.</li> <li>• Excellent computer skills in a number of Microsoft Office applications;</li> <li>• Self-motivated with a can-do attitude;</li> <li>• Proven ability to prioritise tasks and multi task;</li> <li>• Excellent interpersonal skills at all levels;</li> <li>• Ability to maintain a high degree of confidentiality;</li> <li>• Excellent organisational skills;</li> <li>• Ability and willingness to travel when required;</li> <li>• Unrestricted Motor Vehicle Licence required.</li> <li>• Proven ability to exercise effective judgment, sensitivity, creativity to changing needs and situations;</li> <li>• Ability to work flexible hours, including some weekends and Public Holidays.</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant SLISA Awards including (current) Bronze Medallion, Gold Medallion, Advanced Resuscitation Techniques Certificate, Provide First Aid, Silver Medallion Aquatic Rescue and Silver Medallion Beach Management.</li> <li>• Working knowledge of the Work Health &amp; Safety Act as it relates to this position.</li> <li>• Working knowledge of the Local Government Act 1993 and local laws, relating to this position.</li> <li>• An understanding of surf lifesaving and Lifeguard procedures, practices and policies.</li> </ul>

KEY OUTCOMES (KRA)	
Outcomes	Key Activities
<b>AESS Operations</b>	<ul style="list-style-type: none"> <li>• Build and maintain a professional and proficient events and first aid team that follows established policies and procedures;</li> <li>• Communicate identified staffing needs and issues to the rest of the AESS management team in a timely manner;</li> <li>• Identify hazards and minimise risks that might compromise the safety of the lifeguard team;</li> <li>• All relevant data is collected, recorded and appropriate reports and recommendations developed;</li> <li>• Databases are updated as required to ensure proper governance and contractual obligations are met;</li> <li>• Ensure AESS rostering system is maintained with current staff, qualifications, locations and pay levels</li> <li>• Assist with monthly 'seasonal' media releases and/or public relations communications to the Media &amp; Communications Manager.</li> </ul>
<b>AESS Programs</b>	<ul style="list-style-type: none"> <li>• Assist the Recruitment and Recognition Coordinator in administering the annual recruitment, testing and induction of AESS Staff;</li> <li>• Collate AESS time sheet and payroll information and send to the Commercial Aquatic &amp; Event Services Manager for approval;</li> <li>• Assist with the AESS employment documentation and SurfGuard personnel awards/records;</li> <li>• Assist the Recruitment and Recognition Coordinator, to ensure the currency of the AESS personnel data base.</li> <li>• Ensure alongside the Recruitment and Recognition Coordinator that all AESS staff have undertaken online inductions prior to commencing employment.</li> </ul>
<b>Business</b>	<ul style="list-style-type: none"> <li>• Develop and maintain, alongside the ALS &amp; AESS Business Coordinator, all requirements relevant to the successful delivery of Paramedical Event Safety Services;</li> </ul>

	<ul style="list-style-type: none"> <li>Alongside the ALS &amp; AESS Business Coordinator ensure that all relevant regulatory requirements are known and met with respect to maintenance of drug registers and approvals.</li> <li>Assist in the collation and recording of statistical information, compiled by AESS staff, relevant to the AESS;</li> <li>Maintenance of contract database including all pertinent information being identified to meet contractual obligations;</li> <li>Ensure contract/event reports are finalised and delivered as per the agreed timeframe;</li> <li>Assist with regular input into SLSNSW or SLISA publications to promote the AESS as required;</li> <li>Ensure effective use of SurfGuard to ensure the system delivers a value-add benefit to the AESS;</li> <li>Responsible for the preparation of all post event/contract reports.</li> <li>Carry out specific tasks as required by the Commercial Aquatic &amp; Event Services Manager.</li> </ul>
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CORE RESPONSIBILITIES (ALL STAFF)	
Accountabilities	Key Performance Indicators (KPI's)
Work Health and Safety	<ul style="list-style-type: none"> <li>Demonstrates action taken in identifying hazards, assessing risk, and immediately report any injury, near miss and damaged equipment or any other hazard observed in the workplace;</li> <li>Demonstrates duty of care, considers own safety and the safety of others while at work;</li> <li>Reasonably complies with WHS guidelines and procedures, using protective clothing or equipment provided at all required times;</li> <li>Is fully aware of SLSS &amp; SLSNSW's safety procedures and expectations, and actively participates and contributes;</li> <li>Participates in the ongoing improvement of the SLSS &amp; SLSNSW WHS policy and visibly and constantly supports its implementation;</li> <li>Practice and promote the SLSS &amp; SLSNSW Equal Opportunity, Harassment and Bullying policy by treating fellow staff and others fairly and equitably and without discrimination, harassment or bullying.</li> </ul>
Organisational Culture	<ul style="list-style-type: none"> <li>Promotes and encourages personal growth and effective communication.</li> <li>Understands and supports policies and procedures of the organisation as defined in the Employee Handbook.</li> <li>Continually contributes to and supports volunteers &amp; staff, including Directors, Branches, Clubs &amp; Members</li> </ul>
Leadership/Teamwork	<ul style="list-style-type: none"> <li>Supports the decisions of SLSS Board of Directors and SLSS Management</li> <li>Displays willingness to assist others, shares knowledge openly, cooperates and supports the department.</li> <li>Receptive and open to feedback</li> <li>Maintains a positive and constructive attitude that promotes confidence in those around them.</li> <li>Contributes to staff meetings and promotes the exchange of information throughout the organisation.</li> <li>Regularly meets with Manager to discuss performance, plans and current issues</li> </ul>
Continuous Improvement	<ul style="list-style-type: none"> <li>Exercises initiative in making improvements to work processes and outcomes.</li> <li>Always searches for better ways and strives for best practice.</li> <li>Embraces and adapts to change</li> </ul>

#### WORKING RELATIONSHIPS

Internal: The AESS Operations Coordinator will work internally with the AESS management team, and AESS staff to ensure that

External: Relationships with clients, contractors, regulatory bodies and industry partners are of prime importance to the ALS. The ALS Lifeguard Operations Coordinator will also be expected to maintain relationships with local SLSC's and their respective Branch(es).

#### APPROVAL

This position description has been reviewed and is considered to accurately reflect the requirements of the role and the organisation

Commercial Aquatic & Event Services  
Manager

Date

General Manager, Public Safety and  
Emergency Management

Date

I have read and understood this document and agree to perform the duties and responsibilities as listed within the list

Employee Name

Employee Signature

Date